

ASNT/SECTOR-Cert Application and Certification Process

INITIAL CERTIFICATION

1) Eligibility

"*Certificate Holders*" are those personnel holding currently valid EN 473 certificates issued by SECTOR-Cert through examination. "*Applicants*" are personnel approved to take EN 473 examinations by SECTOR-Cert. Both are eligible to take the ACCP Supplemental Examinations.

2) Definitions

- a) *Certificate Holders* will complete the appropriate ACCP application and submit them to SECTOR-Cert along with a copy of their current EN 473 certificate, a currently valid Jaeger J-1 eye examination form, a standard size passport photograph and all applicable fees.
 - b) *Applicants* will complete the appropriate ACCP application and submit them to SECTOR-Cert along with a currently valid Jaeger J-1 eye examination form, a standard size passport photograph, all applicable fees and any additional application materials required to take the SECTOR-Cert EN 473 certification examinations.
- 3) SECTOR-Cert will review the ACCP applications for completeness, verify eligibility and determine that all required documentation has been submitted. The essential information on all submittals to ASNT must be in English or be translated. Hand-written translations done or approved by SECTOR-Cert personnel are acceptable.
 - 4) Upon ASNT approval of the applications, ASNT will prepare a Letter of Approval for each approved candidate and send it with the appropriate examination materials to SECTOR-Cert. Applicants should plan on at least twenty-one days (3 business weeks) for the ASNT review and transmit the Letters of Approval and examination materials to SECTOR-Cert.
 - 5) Upon receipt of the examination materials, SECTOR will schedule and administer the required supplemental examinations to *Certificate Holders*. For *Applicants*, SECTOR-Cert will schedule and administer the EN 473 examinations followed by the ACCP supplemental exams.
 - 6) Upon completion of all required examinations, SECTOR-Cert will grade the EN 473 examinations (if applicable) then return the ACCP supplemental examinations to ASNT for grading. For *Applicants* that pass their EN 473 examinations, a copy of the *Applicant's* new EN 473 certificate will be enclosed with each individual examination packet. For *Applicants* that have not passed all EN 473 examinations, the Supplemental examinations will be returned to ASNT so that ASNT can determine whether or not the supplemental examinations must be retaken. If retakes are required, the ACCP application process must be repeated, observing all applicable time frames.
 - 7) ASNT will grade the examinations and for successful *Certificate Holders* and *Applicants* that have successfully completed their EN 473 examinations, ASNT will issue ACCP certificates and wallet cards. For *Applicants* that have not passed all of their EN 473 examinations but pass the supplemental ACCP examinations, ASNT will issue a Letter of Completion, and upon receipt of a copy of the EN 473 certificate, will issue an ACCP certificate and wallet card.

- 8) *Certificate Holders* and *Applicants* that pass some, but not all, supplemental examinations or EN 473 certification exams will be issued ACCP certificates or wallet cards for those test methods in which all requirements have been met.
- 9) *Applicants* that fail part of their EN 473 examinations or an ACCP supplemental examination have two (2) years from their original supplemental examination date to complete the certification process. After two years, the supplemental examination results become invalid and the examinations will have to be retaken.
- 10) **The expiration dates of all ACCP certificates issued through this program will match the expiration date of the candidate's current EN 473 certificates.**

RECERTIFICATION

- A) *Certificate Holders* will renew their EN 473 certifications through SECTOR using the standard SECTOR / EN 473 process.
- B) Upon receipt of their renewed EN 473 certificates, *Certificate Holders* will download the ACCP Renewal Application for 3rd-Party Certificate Holders for the applicable qualification Level (II or III) from the ASNT website.
- C) Candidates will complete the renewal application and submit it directly to ASNT along with the required support documentation shown in Item 2(a) above and all applicable fees. Submittal of a renewed SECTOR EN 473 certificate in the applicable test method will be satisfactory documentation of renewal.
- D) Upon receipt, ASNT will review the renewal application and if approved, will print a new ACCP certificate and wallet card and send it directly to the renewing Certificate Holder. If not acceptable, ASNT will contact the candidate and request whatever additional information or documentation is required to complete the recertification process. Upon successful completion, ASNT will issue a new ACCP certificate and wallet card directly to the renewed certificate holder.
- E) Since the expiration dates of the EN 473 and ACCP will match, ASNT will allow renewing personnel up to sixty (60) days after their expiration date to submit their ACCP renewal applications. Applications must be *received* by ASNT within the 60 day period; after that date, the application will not be accepted and the Certificate Holder will have to re-examine in order to regain their ACCP certification.